



Diversity, Equity & Inclusion Advisory Committee

May 13, 2021 Meeting Packet

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AGENDA

Diversity, Equity & Inclusion Advisory Committee

Zoom Online Meeting

Thursday, May 13, 2021

4:30 p.m. – Regular Meeting

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93562400538?pwd=ZTBFeXRKUkpEWTY0MWxkdXrcVQ0UT09>

Meeting ID: 935 6240 0538

Zoom Password: 609454

Or you can call in and listen via Zoom: +1 253 215 8782 (US)

Meeting ID: 935 6240 0538

Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for "Public Comment." You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to kylie.bayer@mcminnvilleoregon.gov, that email will be provided to Committee members and entered into the record at the meeting.

1. CALL TO ORDER (Committee Chair Christine Bader) [4:30]
2. LAND ACKNOWLEDGMENT (Committee Vice Chair Tiffany Hennes) [4:30]
 - a. Exhibit 1 – Land Acknowledgement

3. ROLL CALL [4:33]
 - a. Each committee member share one thing that has inspired or moved you since April meeting

4. NEW COMMITTEE MEMBER (Committee Chair Christine Bader) [4:43]
 - a. Welcome Sarah Schwartz!

5. APPROVAL OF MINUTES (Committee Chair Christine Bader) [4:45]
 - a. Exhibit 2 – April 8, 2021 Meeting Minutes

6. ROTATING ONE ON ONES [4:46]
 - a. Committee members pair up in breakout sessions to discuss two questions and report back to the group.
 - i. Why is being part of this committee important to you?
 - ii. What do you want to get out of your term?

7. DISCUSSION TOPICS (Committee Chair Christine Bader) [5:10]
 - a. Term lengths (Exhibit 3)
 - b. Approval of ground rules (Exhibit 4)
 - c. Youth liaison as voting member (Exhibit 5)
 - d. Program ideas (Exhibit 6)
 - e. Mechanism for public input
 - f. Upcoming CCC event
 - g. City department heads presenting, starting at June meeting

8. PUBLIC COMMENT (Committee Chair Christine Bader) [5:50]
 - a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the HR Manager and then invite any person participating via Zoom to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes. If there are no public comments the Chair may opt to continue discussion of topics in item #7.

9. ADJOURNMENT [6:00]

Exhibit 1: Land Acknowledgment

As reference: [Willamette University Land Acknowledgement](#)

Protocol of the Land Acknowledgement

As this DEIAC has been tasked with helping McMinnville's City leaders cultivate a welcoming and equitable environment for all people and yet not all marginalized or minority groups are represented on this committee. So it is the responsibility of this committee to remain aware of who is not represented here and to be proactive about finding ways to be sure their voices are included and their needs are met as well.

Therefore, it is appropriate for this committee to offer a Land Acknowledgement to respectfully recognize the land on which our city stands and to respect the Indigenous people whose relationship to this land precedes ours. A Land Acknowledgement also prompts us to remain aware of the historic and current injustices and inequities faced by Indigenous peoples so that we stay engaged in promoting collective healing and supporting equity and justice for Indigenous peoples.

With these goals in mind, I humbly offer this land acknowledgement:

The City of McMinnville is on the land of the Kalapuya, who today are represented by the Confederated Tribes of Grand Ronde and the Confederated Tribes of Siletz Indians, and their relationship with this land continues to this day. We acknowledge that our city's history is connected to the colonization and displacement of Kalapuyan tribes. We respectfully acknowledge and honor past, present and future Indigenous citizens of McMinnville, offering gratitude for the land itself, for the Kalapuya people who have stewarded it for over 500 generations, and for the opportunity to live and be in community on this land.

Exhibit 2: Minutes

CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held online via Zoom, McMinnville, Oregon

Thursday, April 8, 2021 at 4:30 p.m.

Presiding: Remy Drabkin, City Council President, Committee Chair Christine

Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Maged Abo-Hebeish	
	Efrain Arredondo	
	Christine Bader	
	Remy Drabkin, Council President	
	Tiffany Henness	
	Tony Lai	
	Larry Miller	
	Cecilia Flores	

Also present were Mayor Scott Hill; Dora Totian, News Register; City Attorney Amanda Guile-Hinman; Public Affairs Specialist Noelle Amaya; Emilio Delgado, community member.

- 1) CALL TO ORDER: Council President Drabkin called the meeting to order at 4:30 p.m. and welcomed all in attendance.
- 2) APPROVAL OF MINUTES: Christine Bader MOVED to approved with one correction (typo) on Item #3. Kylie Bayer offered the correction, completing the sentence. Efrain Arredondo SECONDED. Motion PASSED unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) DISCUSSION ITEMS:
 - a) Committee Ground Rules: Committee members shared ground rules. Kylie Bayer will compile ground rules and bring to May meeting for approval.
- 5) COMMITTEE WORK PRIORITIZATION: Kylie Bayer will compile items from prioritization exercise and bring to May meeting for discussion.
- 6) PRESENTATION: City Attorney Amanda Guile-Hinman gave a presentation on Robert's

Rules of Order and Parliamentary Procedure.

7) ELECTION OF CHAIR & VICE CHAIR:

- a) Chair: Maged Abo-Hebeish NOMINATED Christine Bader as Committee Chair. Christine Bader ACCEPTED the nomination. Motion PASSED unanimously.
- b) Vice Chair: Tony Lai NOMINATED Tiffany Henness as Committee Vice Chair. Tiffany ACCEPTED the nomination. Motion PASSED unanimously.

8) APPOINTMENT OF NEW COMMITTEE MEMBER:

- a) Kylie Bayer shared that Alisha Overstreet resigned her position on the committee. Emilio Delgado, an alternate, declined the position. Sarah Schwartz, the second alternate, accepted the position. Tony Lai MOVED to add Sarah Schwartz to the Committee. Council President Remy Drabkin SECONDED. Motion PASSED unanimously.
- b) Kylie Bayer will draft an ordinance for City Council adding Sarah Schwartz to the Committee and including staggered term lengths (2-, 3-, and 4-year terms) for committee members. Draft ordinance will be presented for review at May meeting.
- c) Cecelia Flores asked about her voting abilities as a youth liaison and the age limit of a youth liaison. Council President Drabkin requested a 3-year term and advised the Committee to move this item to the May meeting. Committee Chair Christine Bader requested that committee-members share their term length preferences with Kylie Bayer.

9) ADJOURNMENT: Committee Chair Christine Bader adjourned the meeting at 6:00 p.m.

s/s Kylie Bayer
Kylie Bayer, Human Resources Manager
Recorder

Exhibit 3

Proposed Term Lengths

Maged Abo-Hebeish	2-year term
Efrain Arredondo	4-year term
Christine Bader	4-year term
Remy Drabkin	3-year term
Cecilia Flores	3-year term
Tiffany Henness	4-year term
Tony Lai	4-year term
Larry Miller	3-year term
Sarah Schwartz	2-year term

Exhibit 4: Ground Rules

A version of this document is editable by committee members and viewable by the public at <https://docs.google.com/document/d/1-eQKLmpMPohGSgiFgcJWFDAFWdEz1UqELYw0CHuyByM/edit?usp=sharing>.

1. We respect each others' time by honoring the schedules that we develop: completing assignments, starting and ending meetings on time, distributing agendas and packets at least one week before each meeting, and coming to meetings having read the relevant materials.
2. We recognize the Kalapuya people with a [land acknowledgement](#) in our public meetings.
3. We use technology to support our work, e.g. using the "raise hand" feature in Zoom to make sure everyone who wants to speak has an opportunity.
4. We model the McMinnville we want to see by creating a [brave space](#), making sure we have heard from everyone and welcoming differing viewpoints.
5. We approach disagreements with curiosity, not to win an argument.
6. We give our undivided attention to one another, listening to understand and to move our collective discussion forward.
7. We give each other grace when unforeseen conflicts prevent us from fulfilling our duties on occasion.
8. We welcome correction and model taking ownership of our mistakes and righting our wrongs.
9. We honor our own lived experiences and the value we bring by speaking up even when it feels uncomfortable.
10. We honor the lived experiences of others by taking time to learn each other's histories, strengths and challenges.
11. We put the needs of the communities we serve before our individual needs, striving not to make or take things personally.
12. We aim to represent marginalized groups and other people not represented on the committee by seeking input from their communities and aiming to remove barriers for participation on the committee in the future, seeking diversity in our replacements.

Exhibit 5: Making Youth Liaison a Voting Position

Below is Kylie's email exchange with Amanda, which Kylie forwarded to Christine and Tiffany. (Personal information has been redacted.)

Possible options include:

1. Proposing that the City Council approve the youth member voting and adding another committee member.
2. Make both the youth liaison and City Council liaison full voting members (not *ex officio*), to maintain an odd number of voting members.

----- Forwarded message -----

From: Kylie Bayer-Fertterer <Kylie.Bayer@mcminnvilleoregon.gov>

Date: Tue, Apr 13, 2021 at 12:58 PM

Subject: FW: DEIAC Question - Ex Officio Member Voting

Here is the explanation from our City Attorney. I think this could be a good agenda item for a future meeting. Out of the three concerns she highlighted, the one that seems the most critical is the quorum and having an even number of committee members.

One option to maintain an odd number of committee members could be requesting that the City Council approve the youth member voting and adding another committee member.

Thanks,

Kylie Bayer, SHRM-SCP (she/hers)
Human Resources Manager

From: Amanda Guile-Hinman

Sent: Tuesday, April 13, 2021 12:01 PM

To: Kylie Bayer-Fertterer <Kylie.Bayer@mcminnvilleoregon.gov>

Subject: RE: DEIAC Question - Ex Officio Member Voting

Hi Kylie,

The participation of youths on our City Committees was established through Ordinance No. 5037, which made it a goal and policy to increase participation, including youth participation, on our committees. According to Heather, who was the staff person in charge of the project, she said the policy makers were concerned about youth members being legal voting members for a few reasons:

1. Their tenure on the committee is usually shorter than a regular term due to the transient nature of students – ie typically one or two years.
2. On most of the committees, adding the youth liaison brought the committee numbers up to an even number and there was concern about quorums.
3. This was a new concept for McMinnville, and although supported in theory, there was a lot of hesitation in terms of logistics.

The DEI committee could explore changes to this policy, which would impact all of our committees. It should be noted that item 2 above would have to be addressed because if the youth member can vote, it would make for an even number of members and changes the quorum requirements.

Amanda Guile-Hinman
City Attorney
City of McMinnville

From: Kylie Bayer-Fertterer <Kylie.Bayer@mcminnvilleoregon.gov>
Sent: Tuesday, April 13, 2021 11:22 AM
To: Amanda Guile-Hinman <Amanda.Guile@mcminnvilleoregon.gov>
Subject: DEIAC Question - Ex Officio Member Voting

Hi there,

The DEIAC Chair and Vice Chair questioned the voting rights for our ex officio youth member, Ceci Flores. They are curious why young people aren't able to vote on motions in the committee – I agree with their questions, it doesn't feel equitable that her voice doesn't count in the same way. I didn't have a great answer except for "that's what's in the ordinance."

Is that something that we can change as a committee?

Kylie Bayer, SHRM-SCP (she/hers)
Human Resources Manager

Exhibit 6: Program Ideas

A version of this document is editable by committee members and viewable by the public at <https://docs.google.com/document/d/1syweOD4wh5EXcZkd-VXD13UQEawCl6MoTVz8ijMoOgc/edit?usp=sharing>.

	Internal committee work	Government-facing	Public-facing
2021	<ul style="list-style-type: none"> • Establish vision, objectives, scope, targets, etc. • DEI training for committee members • Research McMinnville history *Tiffany • Research McMinnville demographics 	<ul style="list-style-type: none"> • Begin department-by-department assessment of services, policies, codes, etc. *Christine • Analyze data on City workforce • Analyze data and processes (not centralized) for City contracting • Analyze data and process for City budgeting • Assess diversity of Boards and commissions 	<ul style="list-style-type: none"> • Co-sponsor/host cultural/DEI-related event (e.g. with community organization, Library) • Research summer work programs (e.g. MEDP), with eye towards incorporating DEI *Tony L. • Develop method for public outreach/ collecting input Map (then engage with!) community leaders and organizations* Tiffany
2022	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Move from analysis and assessments to recommendations • Pilot DEI training for City Council, staff, board & committee members 	<ul style="list-style-type: none"> • Civic leadership training • DEI workshops/meetups/caucuses • Cultural events (co-sponsored?) • Outreach to improve diversity of Boards and commissions
2023	<ul style="list-style-type: none"> • First new member cycle 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •